

**NEW HAMPSHIRE DEPARTMENT OF SAFETY**  
**Division of Fire Standards & Training**  
**Richard M. Flynn Fire Academy**  
**Mailing:** 10 Hazen Drive, Concord, NH 03305  
**Location:** 222 Sheep Davis Road, Concord, NH  
**Phone:** 603-271-2661 **Fax:** 603-271-1091 **Toll Free:** 1-800-371-4503

Academy Use Only

## Facility Reservation/Utilization Request

Requesting Organization		Date(s) Requested
Address		Time(s) Requested
Telephone	City	Zip Code
Contact Person	Title/Position	Number of Attendees
Activity Description		
How does this use relate to the mission of the fire service? (MUST BE COMPLETED FOR CONSIDERATION!)		

**BE SURE TO READ THE RULES AND REGULATIONS FOR USE OF THE ACADEMY!**

Are you charging for this activity?

Yes No

Do you plan to show slides or videos?

Yes No

(see below)

Audio/Visual Equipment Requested:  
**(Equipment subject to availability)**

TV/VCR Screen Flipchart(s)  
 Overhead Projector Slide Projector Podium  
 Video Projector Blackboard(s) Video Camera  
 Other:

Are you requesting to use a caterer at our facility? (If yes, complete the area below)

Yes No

Caterer's name and telephone number.

Signature of applicant:

Date:

Request taken by:

Date:

Director approval:

Date:

**(Reservation Clerk Use Only)**

Date(s)	Room(s)	Time

Charges:

After hours:

Final Facility Check:

Set up:

Clean up:

Distribution:  
 FacRes(11/98)

Director:

Administration:

Maintenance:

Deputy Chief: